



Administrative Policies and Procedures: 1.4

Subject:	Incident Reporting
Authority:	TCA 37-5-105(3); 37-5-106; 37-5-112
Standards:	ACA: 4-JCF-2A-19, 4-JCF-2A-30, 4-JCF-3C-16; COA: PA-RPM 2.02, 2.03; DCS Practice Standards: 2-403; 7-206A; 8-306
Application:	To All Department of Children's Services Family Service Workers, Youth Development Center Employees and Private Provider Employees
Policy Statement:	
All serious incidents involving children/youth, occurring within the jurisdiction of the Department of Children's Services shall be reported to the Commissioner or designee.	
Purpose:	
To ensure that standardized procedures for identifying and reporting incidents are established.	
Procedures:	
A. Serious incident reporting for DCS resource homes and DCS private provider agencies	<ol style="list-style-type: none"> 1. All serious incidents will be documented on the appropriate incident reporting screens in TFACTS. <ol style="list-style-type: none"> a) The following personnel who may have the assigned responsibility to document and submit serious incident reports (SIR) include, but are not limited to: <ul style="list-style-type: none"> ◆ DCS Family Service Workers and Resource Parent Support Staff <ol style="list-style-type: none"> i. DCS FSW will submit SIR's on children/youth that are in the care and control of their birth parents or legal guardians to include children/youth on home visits/passes. ii. Resource Parent Support Staff will submit SIR on children/youth that are in the care and control of DCS Resource Parents. ◆ Private Provider Agency Staff b) Form CS-0890, Incident Debriefing must be completed by DCS staff within twenty-four (24) hours of the incident or immediately upon notification of the incident. c) The generation of SIR notifications will go to DCS responder groups based on incident types and levels to review and possibly act upon the information provided. Such DCS personnel may include, but are not limited to:

	<ul style="list-style-type: none"> ◆ Commissioner and/or designee ◆ Special Investigations Unit (SIU) ◆ Regional Management ◆ Internal Affairs (IA) ◆ Well Being Teams ◆ Child Placement and Private Provider Services (CPPP) ◆ Placement Quality Team System (PQTS) (in the Office of Performance and Quality Improvement) <p>d) The FSW must notify the parent/guardian of all serious incidents within twenty-four (24) hours of the incident or immediately upon notification of the incident. The form must be faxed to all appropriate staff to be notified as listed in <i>Section A, 1, item c)</i> above.</p> <p>2. All serious incidents must be reported in the appropriate incident reporting screens in TFACTS within twenty-four (24) hours of the incident occurring or immediately upon notification of the incident.</p> <p>a) Users who are not able to view a child/youth in TFACTS or if the system is inoperable, form CS-0496, Serious Incident Report will be used for reporting serious incidents within twenty-four (24) hours of the incident or immediately upon notification of the incident. The incident report must be faxed immediately to all staff to be notified as appropriate in <i>Section A, 1, c)</i> above.</p> <p>b) If unable to submit or fax the incident report, DCS staff or Private Provider staff must notify the appropriate DCS staff within twenty-four (24) hours or immediately upon notification of the incident.</p> <p>3. The Private Provider is responsible for ensuring sub-contractor compliance with the serious incident reporting requirements.</p> <p>4. Training</p> <p>a) Training on serious incident reporting for Private Providers will be provided through www.tccw.org . Training on serious incident reporting for DCS staff will be provided through Edison.</p> <p>b) All training on serious incident reporting must be completed prior to direct contact with children/youth.</p>
<p>B. Incident reporting for DCS Youth Development Centers</p>	<p>1. All incidents occurring in Youth Development Centers is reported on the incident reporting screens in TFACTS.</p> <p>2. Form CS-0311, Facility Incident Report will be used to report incidents if the system is inoperable. The incident report must be faxed to all appropriate staff to be notified.</p>

	<p>3. The <u>Incident Reporting Manual for Youth Development Centers</u> is used as a guide for reporting significant incidents that occur within DCS Youth Development Centers. The manual is made available and distributed to all DCS Youth Development Centers, Child Protective Services and Special Investigation Unit employees who have direct contact with children/youth and the applicable procedures must be followed as outlined within.</p> <p>4. It will be the responsibility of the juvenile justice Executive Director of Residential Operations or designee to ensure that the <u>Incident Reporting Manual for Youth Development Centers</u> is reviewed and updated as necessary, at least annually.</p> <p>5. Training</p> <p>The YDC Superintendent or designee must ensure that training is provided for all employees with direct contact with children/youth on the incident reporting procedures, manual and ensure training is documented as appropriate.</p>
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Forms:	<p><u>CS-0496, Serious Incident Report</u></p> <p><u>CS-0311, Facility Incident Report</u></p> <p><u>CS-0890, Incident Debriefing</u></p>
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Collateral documents:	<p><u>Incident Reporting Manual for Youth Development Centers</u></p>
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